

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

REGULAR BOARD MEETING

June 26, 2013

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on June 26, 2013, posted to begin at 6:00 p.m. The meeting was held in the Board Chambers at the office of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:
Bruce Tough

President/General Manager:
Don Norrell

Vice Chairman:
Peggy Hausman

Staff/Advisors:

Alan Benson
Kim Cogburn
Mary Connell
Karen Dempsey
Taunya Jacques
John Powers
Daniel Ringold
Monique Sharp
Bret Strong
Susan Welbes
Renee Williford

Secretary:
Ed Robb

Treasurer:
Gordy Bunch

Directors:
Mike Bass
Nelda Luce Blair
Jeff Long

1. Pledge of Allegiance;

The Pledge of Allegiance to the United States flag and Texas State flag was led by a group of boy scouts.

2. Call meeting to order;

Board of Directors
Regular Board Meeting
June 26, 2013

Chairman Tough called the meeting to order at 6:03 p.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery County and Harris County and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas.

The roll was then called of the duly elected members of the Board with all members present, excluding Director Long.* As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

* Indicates arrived late

3. Receive, consider and act upon adoption of the meeting agenda;

Motion by: Director Nelda Luce Blair moved to adopt the agenda as presented.

Second by: Treasurer Gordy Bunch

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	absent for vote		

4. Recognize public officials;

No public officials were recognized.

5. Public comment;

There was no public comment.

6. Receive and consider reports from Village Association Representatives;

Reports were provided by the following Village Association (VA) representatives:

Alden Bridge VA-President Steve Leakey reported that Deputy Curtis and Deputy Hopper gave a law enforcement report; welcomed Pinot's Palette as a new corporate scholarship sponsor; Directors Bass and Tough will make a presentation on transportation at the next meeting; received Township funding; submitted 2014 budget to the Township; awarded first Lone Star College-Montgomery scholarship for tuition; elected same officers to serve on the Board;

Board of Directors
Regular Board Meeting
June 26, 2013

Cochran's Crossing VA-President Stuart Schroeder reported that Directors Tough, Hausman and Bass attended meeting; received an extensive presentation from White Oak Studio regarding Shadowbend Park renovations; feedback from residents indicates the desire to go with the Design Option costing approximately \$1.3 million; announced two scholarship winners; getting an entry ready for the 4th of July Parade; June pool party at Bear Branch Pool was very successful; resident called in a suspicious looking person; kicking off an new community spirit program involving going into public elementary schools; a transportation update will be provided at the July meeting;

College Park VA-President Ted Stanley reported that the village will participate in the 4th of July Parade; awarded two \$1,5000 scholarships; conducted a very successful *Spring Fling* in Harper's Landing Park/Pool;

7. REGULAR AGENDA:

Note: The following item was taken out of order:

9. Receive, consider and act upon a Proclamation to honor the Class 5A State Baseball Champion Highlanders of The Woodlands High School;

Chairman Tough called on Ron Eastman, Head Baseball Coach of The Woodlands High School, to introduce team members and coaches and to highlight some of the team's season. Coach Eastman first recognized Chairman Tough for his support and then presented him with a signed baseball from the team. Next, Coach Eastman provided a brief summary of the team's season and then introduced team members and coaches.

Following Coach Eastman's comments, Chairman Tough read a Proclamation in honor of the coaches and players. Parents of the athletes were also recognized and the President of the Booster Club commented on the outstanding accomplishments of all the team members and coaching staff as well as the outstanding support that was received from the community.

Motion by: Vice Chairman Peggy Hausman moved to adopt the Proclamation.

Second by: Treasurer Gordy Bunch

Board discussion followed.

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		

Board of Directors
Regular Board Meeting
June 26, 2013

Long, Jeff (Director)	absent for vote		
-----------------------	--------------------	--	--

8. Receive, consider and act upon the financial report:

Monique Sharp, Assistant General Manager of Finance and Administration for The Woodlands Township, presented The Woodlands Financial Report. The Board was referred to handout material containing the General Purpose Statements for the five months ended May 31, 2013. After a review of the combined Financial Statements and Monthly Investment Report, a report on the General Fund vs. Actual was presented. Ms. Sharp then reported on sales tax collections, hotel occupancy tax collections, and property tax collections.

Motion by: Director Mike Bass moved to accept the financial report as presented.

Second by: Treasurer Gordy Bunch

Board discussion followed.

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	absent for vote		

The financial report is attached hereto as Exhibit "A."

10. Receive, consider and act upon the Memorial Hermann Ironman Texas wrap up:

Nick Wolda, President of The Woodlands Convention and Visitors Bureau, provided background information on this item and then called on Scott Langen, Memorial-Hermann Ironman Texas Race Director. Mr. Langen thanked the Board for the invitation to present a short wrap up video of the Ironman event.

Following the video presentation, Mr. Langen introduced Greg Pennington, Director of Volunteers for Memorial Hermann Ironman Texas during the last three years. Mr. Langen informed the Board that Mr. Pennington will assist in next year's event operations and serve as Assistant Race Director.

Motion by: Treasurer Gordy Bunch moved to accept the report on the Memorial Hermann Ironman Texas event.

Second by: Director Nelda Luce Blair

Board of Directors
Regular Board Meeting
June 26, 2013

Board discussion followed.

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	absent for vote		

11. Receive, consider and act upon an update from San Jacinto River Authority (SJRA) regarding The construction plans and schedule in association with the Groundwater Reduction Plan (GRP) project;

Chairman Tough called on Don Norrell, President/General Manager of The Woodlands Township, to present this item. Mr. Norrell made a few introductory comments and then introduced Jace Houston, General Manager of San Jacinto River Authority, to provide an update on the GRP project.

Mr. Houston used a PowerPoint presentation to highlight construction areas and timelines and noted that projects are gradually ramping up and will be conducted in phases. Mr. Houston also commented that SJRA has made several enhancements to its communication efforts, including placing thirty signs across the entire transmission system and working closely with Township staff, Precinct 3 Commissioner's office and the County to insure that signs are placed in areas that are safe and acceptable. In addition, Mr. Houston informed the Board that enhancements are being made to SJRA's website and will include construction icons that will provide the public with construction information.

A discussion period followed Mr. Houston's presentation.

Motion by: Vice Chairman Peggy Hausman moved to accept the update from San Jacinto River Authority.

Second by: Director Mike Bass

*Note: Director Long arrived during discussion of the above item.

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		

Board of Directors
Regular Board Meeting
June 26, 2013

Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

12. Receive, consider and act upon an update regarding an enhanced communication plan related to traffic impacts in The Woodlands as a result of the San Jacinto River Authority (SJRA) construction plans associated with the Groundwater Reduction Plan (GRP) project;

Chairman Tough called on Nick Wolda, Director of Community Relations for The Woodlands Township, to present an update on the Township's communication plan. Mr. Wolda used a PowerPoint presentation to highlight efforts being made by the Township to communicate information regarding the GRP project.

In regards to getting the message out to residents about the project, Mr. Wolda commented that signs make the biggest impact statement; the Township has worked closely with SJRA to produce attractive and visible signage that will grab the attention of residents and inform them of upcoming road work. Mr. Wolda also reviewed a dedicated area on the Township's website that highlights various projects currently underway in The Woodlands.

Motion by: Vice Chairman Peggy Hausman moved to accept the update on the Township's communication plan regarding the GRP project as presented.

Second by: Director Mike Bass

Board discussion followed.

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

13. Receive, consider and act upon a recommendation from the Audit Committee regarding acceptance of the 2012 Comprehensive Annual Financial Report;

Monique Sharp presented a review of the 2012 Comprehensive Annual Financial Report (CAFR) and noted that the draft report is still under review by the auditors and staff. Ms. Sharp commented that the auditors gave a "clean" opinion of the Township's financial statements. The Board was also

Board of Directors
Regular Board Meeting
June 26, 2013

informed that over the next three years, nine different Governmental Accounting Standards Board (GASB) Rules will need to be adopted by the Board (five in 2013, three in 2014 and one in 2015). Ms. Sharp also commented that some minor editorial changes were found in the report and that they will be corrected. Ms. Sharp stated that there were no changes to the numbers.

Following Ms. Sharp's presentation, Director Bass, Chair of the Audit Committee and Board Chairman Bruce Tough, committee member, provided additional comments. Chairman Bass informed the Board about a small unfunded pension liability related to retired employees' health insurance. Chairman Tough commented that the Audit Committee had a thorough review of the CAFR and credited Don Norrell for bringing to the committee's attention corrections to be made to Exhibit S-11 of the Statistical Section.

Motion by: Director Mike Bass moved to accept the 2012 Comprehensive Annual Financial Report with some minor editorial changes and corrections to Exhibit S-11.

Second by: Treasurer Gordy Bunch

Board discussion followed.

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

14. Receive, consider and act upon a follow-up presentation from White Oak Studio regarding the Shadowbend Park Renovation Plans;

John Powers introduced this item and then called on James Patterson with White Oak Studio to present. Mr. Patterson was asked to comment on the feedback that was received from the Cochran's Crossing Village Association following a presentation by White Oak Studio on the various design concepts. Mr. Patterson informed the Board that Cochran's Crossing residents requested that the Board fund the cost of all improvements to Shadowbend Park.

Chairman Tough noted that the cost to fund all of the improvements to Shadowbend Park is projected to be \$1,385,500. John Powers informed the Board that this item will come back to the Board during the budget process, specifically under the capital projects as well as during award of bids.

Motion by: Director Mike Bass moved to approve the conceptual design and related projected renovation costs of \$1,385,500, consider the 2014 funding approval during the upcoming

budget process and move forward with the development of construction documents, specifications and bidding of the project based upon the approved design of Plan C.

Second by: Secretary Ed Robb

Board discussion followed.

Motion passed (6-1).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)		x	

15. Receive, consider and act upon award of bid for playground equipment;

John Powers presented background information on this item with a recommendation that the Board award the bids for playground equipment installation to:

Kraftsman in the amount of \$71,213.82 for Maplewood Park;

McKenna in the amount of \$41,260.00 for Avalon Park;

McKenna in the amount of \$54,830.00 for Rainprint Park;

and authorize the President/General Manager to execute construction agreements in connection therewith.

Board discussion followed.

Motion by: Treasurer Gordy Bunch moved to table this item until the July meeting.

Second by: Director Jeff Long

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

16. Receive, consider and act upon an update from the Ad Hoc Economic Development Committee;

Secretary Robb, Chair of the Ad Hoc Economic Development Committee, provided an overview of the committee's activities to date. Secretary Robb commented on why the Board is interested in economic development, reviewed some of the projects The Woodlands Township has participated in such as The Woodlands Waterway Marriott Convention Center, Market Street, The Woodlands Mall Expansion, Town Green Park, Woodlands Fire Department Emergency Training Facility, and Cynthia Woods Mitchell Pavilion Expansion.

Bruce Tough, Ad Hoc Economic Development Committee member, was asked to comment on the Township's Reserve Fund and also to share some highlights from the Chamber Retreat held in Frisco, Texas that he had recently attended. Director Tough informed the Board that the committee reviewed the Reserve Fund policy and how it is funded and then commented that a recommendation will be made to the full Board at a later date. Director Tough then gave a brief overview of the City of Frisco's Economic Development initiatives.

Nelda Luce Blair, a member of the Ad Hoc Economic Development Committee, also provided comments. Ms. Blair commented that the committee would like to invite community partners, such as The Woodlands Development Company and Economic Development Partnership, to present possible economic development opportunities to the Board. Ms. Blair also expressed that the committee would like to develop the funds and other funding mechanisms in order to allow the Township a means to further any future economic development opportunities.

Board discussion followed.

Motion by: Secretary Ed Robb moved to accept the update from the Ad Hoc Economic Development Committee.

Second by: Director Jeff Long

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

17. Receive, consider and act upon a status report regarding The Woodlands Township's Request for Proposal(RFP) for the provision of insurance and risk management services;

Monique Sharp presented an update to the Board on the status of the RFP proposal for the provision of insurance and risk management services. Ms. Sharp informed the Board that the Township has retained the services of RWL Group, an independent risk management consultant firm, to help with the RFP evaluation process at a cost not to exceed \$19,000. Ms. Sharp also reviewed a calendar for the project.

Motion by: Treasurer Gordy Bunch moved to accept the status report regarding the Township's Request for Proposal for the provision of insurance and risk management services.

Second by: Director Mike Bass

Board discussion followed.

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

18. Receive, consider and act upon approval of an amended 2013 (budget) meeting calendar for The Woodlands Township Board of Directors;

Monique Sharp presented an overview of this item with alternate budget meeting dates. Following Ms. Sharp's presentation, Chairman Tough asked each Board member to provide comment.

Motion by: Director Nelda Luce Blair moved to confirm that no changes would be made to the previously established 2013 budget meeting calendar.

Second by: Vice Chairman Peggy Hausman

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

Board of Directors
Regular Board Meeting
June 26, 2013

CLOSED MEETING (if applicable):

19. Recess at 8:55 p.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;
20. Reconvene in Public Session at 9:05 p.m.;

Chairman Tough announced that it would not be necessary to take action at this time on items discussed in Executive Session.

DISCUSS FUTURE AGENDA / ANNOUNCEMENTS:

21. Consideration of items to be placed on the agenda for next month's meeting;
- Director Bass requested an update and status report on what was approved on the reforestation/landscape plans for Impact Church. This information will be provided in the General Manager's report rather than as an agenda item.
 - Director Bass requested information on a timeframe regarding the 30' fire break proposal that was looked at as a risk area during presentation of the Integrated Forest Management Plan.
22. Board announcements;
- Secretary Robb congratulated Nick Wolda for having his photo on the cover of *Business Today*.
23. Adjournment.

Motion by: Treasurer Gordy Bunch moved to adjourn the meeting at 9:07 p.m.

Second by: Director Nelda Luce Blair

Motion passed (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Directors)	x		
Blair, Nelda Luce (Directors)	x		
Long, Jeff (Directors)	x		

Board of Directors
Regular Board Meeting
June 26, 2013



A handwritten signature in black ink, appearing to read "Ed Robb", is positioned above a horizontal line.

Ed Robb
Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHBIT "A"

***To view Exhibits, please contact the Records Department at 281-210-3974.**